

**SYNOPSIS OF THE SUBMISSION REQUIREMENTS**  
**FOR REZONING APPLICATIONS TO THE PDH or PDC DISTRICT**

All applications for amendments to the Zoning Map (Rezoning) must be accompanied by the following items which are set forth in Section 18-202, Section 16-501 (CDPs), and Section 16-502 (FDPs) of the Zoning Ordinance.

1. An **application form** completed and signed by the applicant (see Attachment 3).
2. Four (4) copies of a **certified plat** of the subject property containing the following information:
  - A. Boundaries of the entire property, with bearings and distances of the perimeter property lines, and of each existing and proposed zoning district.
  - B. Total area of property and of each existing and proposed zoning district presented in square feet or acres.
  - C. Scale and north arrow, with north, to the extent feasible, oriented to the top of the plat.
  - D. Location of all existing buildings and structures.
  - E. Names and route numbers of all boundary roads or streets, and the width of existing right(s)-of-way.
  - F. Seal and signature of person preparing the plat.
3. Four (4) copies of a **legal description** of the property, including metes and bounds of each zoning district proposed.
4. One (1) copy of the current Fairfax County **Zoning Section Sheet(s)** covering the area of the application, at a scale of one inch equals five hundred feet (1" = 500'), showing:
  - A. Boundaries of the subject property outlined in red.
  - B. Major thoroughfare access to the property and any known plans for future widening as indicated in the adopted comprehensive plan or a plan prepared by the Virginia Department of Transportation.

If more than one (1) Zoning Section Sheet is required to cover the subject property, such sheets shall be attached so as to create an intelligible map.
5. For all applications proposing residential development, five (5) copies of a map identifying classification of **soil types** at a scale not less than one inch equals five hundred feet (1" = 500'), based upon the County of Fairfax Soils Identification Maps.
6. An **affidavit**, as presented on an affidavit form (See Attachment 4) completed, signed by the applicant or the applicant's authorized agent and notarized. If the applicant's agent completes the application or affidavit on the applicant's behalf, a certified statement from the applicant must be submitted showing the agent's authorization to act in such capacity.

Prior to each public hearing on the application, the applicant shall reaffirm the affidavit required by this Paragraph in accordance with the reaffirmation procedure outlined on the affidavit form.

Additionally, for developments which are subject to the Affordable Dwelling Unit Program, the owner and/or applicant shall submit an affidavit which shall include:

- A. The names of the owners and/or applicants of each parcel of the sites or portions thereof.
  - B. The Fairfax County Property Identification Map Number, parcel size and zoning district classification for each parcel which is part of the site or portion thereof.
- 7. An application filed by an agent, contract purchaser or lessee shall include a notarized written statement signed by the property owner indicating the **owner's endorsement** of the application.
  - 8. Four (4) copies of a written **statement of justification**, dated and signed.
  - 9. **A Conceptual Development Plan**

In addition to those requirements set forth in the Submission Requirements from the Zoning Ordinance Section 18-202 that shall accompany an application for a rezoning, a conceptual development plan (set forth in Section 16-501), certified by a professional engineer, architect, landscape architect or land surveyor authorized to practice as such by the State, including any resubmissions and supporting graphics, shall be filed with the Zoning Administrator in twenty-three (23) copies and shall include the following information. All maps or plans submitted as part of a conceptual development plan shall be presented on a sheet having a maximum size of 24" x 36". If presented on more than one (1) sheet, match lines shall clearly indicate where the several sheets join. One 8 1/2" x 11" reduction of the conceptual development plan and supporting graphics shall also be submitted. All scaled dimensions shall be presented in English units. All submission requirements shall become the property of the County.

- 1. A plan, at a scale of not less than one inch equals one hundred feet (1" = 100'), showing:
  - A. A vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000').
  - B. A statement which confirms the ownership of the subject property, and the nature of the applicant's interest in same.
  - C. Existing topography with a maximum contour interval of five (5) feet and a statement indicating whether it is air survey or field run.
  - D. Scale and north arrow, with north, to the extent feasible, oriented to the top of all drawings.
  - E. Except for single family detached dwellings, the approximate location and arrangement of all proposed structures and uses to include the maximum height in feet of all structures and penthouses, and a graphic depiction of the angle of bulk plane, if applicable.
  - F. The proposed traffic circulation plan including major streets and major pedestrian, bike and/or bridle paths, and the location of all trails required by the adopted comprehensive plan.
  - G. All proposed major open space areas and the approximate location of all proposed community and public facilities.
  - H. A schedule showing the number of parking spaces provided and the number required by the provisions of Article 11 of the Zoning Ordinance.

- I. Any proposed improvements to the public right(s)-of-way and delineation of the existing centerline of all streets abutting the property, including dimensions from the existing centerline to the edge of the pavement and to the edge of the right-of-way.
- J. Approximate delineation of any floodplain designated by the Federal Insurance Administration, United States Geological Survey, or Fairfax County, the delineation of any Resource Protection Area and Resource Management Area, and the approximate delineation of any environmental quality corridor as defined in the adopted comprehensive plan.
- K. A delineation of existing vegetation, to include existing vegetation to be preserved, and when there is 2500 square feet or more of land disturbing activity, an existing vegetation map.
- L. Approximate location and estimated size of all proposed stormwater management facilities and a statement as to the type of facility proposed.
- M. The location of all existing utility easements having a width of twenty-five (25) feet or more, and all major underground utility easements regardless of width.
- N. A delineation of those general areas that have scenic assets or natural features deserving of protection and preservation, and a statement of how such will be accomplished.
- O. Approximate delineation of any grave, object or structure marking a place of burial if known, and a statement indicating how the proposed development will impact the burial site.
- P. A statement explaining the relationship of the planned development to the adopted comprehensive plan of the County.
- Q. A statement or visual presentation of how adjacent and neighboring properties shall be protected from any adverse effects prompted by the proposed development, to include vehicular access plans, proposed measures of screening, and dimensions of all peripheral yards that will be provided.
- R. A delineation of all existing structures, and an indication of their date of construction if known, and whether they will be retained or demolished.
- S. A statement setting forth the maximum gross floor area and FAR (Floor Area Ratio) proposed for all uses other than residential.
- T. A statement or presentation setting forth the maximum number of dwelling units proposed, to include the density calculations based on the provisions of Section 2-308 (Maximum Density) of the Zoning Ordinance, those units obtained by the use of bonus provisions, and a breakdown of the approximate number of units by type and the range of approximate lot sizes for single family detached dwellings.
- U. A statement or presentation of the open space calculations based on the provisions of Section 2-309 (Open Space) of the Zoning Ordinance.
- V. A statement that the proposed development conforms to the provisions of all applicable ordinances, regulations and adopted standards, or, if any waiver, exception or variance is sought by the applicant, such shall be specifically noted with the justification for such modification.

If the proposal includes the request for a waiver of the yard regulations for yards abutting certain principal arterial highways and railroad tracks pursuant to Section 2-414 of the Zoning Ordinance, a study showing projected noise impacts, proposed mitigation measures and effectiveness of such measures shall be submitted.

W. A statement of those special amenities that shall be provided within the planned development.

X. A statement setting forth the proposed approximate development schedule.

2. A statement of the public improvements, both on and off-site, that are proposed for dedication and/or construction, and an estimate of the timing of providing such improvements.

The sheet size and scale of a conceptual development plan may be modified by the Zoning Administrator, based on the nature and/or size of the application.

10. A statement explaining the relationship of the development to and compliance with the development criteria of the **adopted comprehensive plan** of the County.
11. A listing, if known, of **all hazardous or toxic substances** as set forth in Title 40, Code of Federal Regulations Parts 116.4, 302.4 and 355; all hazardous waste as set forth in Commonwealth of Virginia/Department of Waste Management Regulations VR 672-10-1 - Virginia Hazardous Waste Management Regulations; and/or petroleum products as defined in Title 40, Code of Federal Regulations Part 280; to be generated, utilized, stored, treated, and/or disposed of on site and the size and contents of any existing or proposed storage tanks or containers.
12. A **statement that the proposed development conforms** to the provisions of all applicable ordinances, regulations and adopted standards or, if any waiver, exception or variance is sought by the applicant, such shall be specifically noted with the justification for such modification.

If the proposal includes the request for a waiver of the yard regulations for yards abutting certain principal arterial highways and railroad tracks pursuant to Section 2-414 of the Zoning Ordinance, a study showing projected noise impacts, proposed mitigation measures and the effectiveness of such measures shall be submitted.

13. Any **additional information** that the applicant may desire to proffer in the consideration of the application.
14. Where applicable, any other information as may be required for **Overlay Districts** (Article 7 of the Zoning Ordinance). The Overlay Districts are: Historic Overlay District, Natural Resource Overlay District, Airport Noise Impact Overlay District, Sign Control Overlay District, Highway Corridor Overlay District, and Water Supply Protection Overlay District.
15. A **Final Development Plan**.

A final development plan can be submitted with the rezoning and conceptual development plan or submitted at a later date as a separate application. A final development plan is commonly submitted with the conceptual development plan as one combined document. However, a final development plan submitted as a separate application requires all the items set forth in these submission requirements, with the exception of Item 9 for a conceptual development plan.

A final development plan (as set forth in Section 16-502 of the Zoning Ordinance) prepared in accordance with the approved conceptual development plan and certified by a professional engineer, architect, landscape architect or land surveyor authorized to practice

as such by the State shall be filed with the Zoning Administrator in twenty-two (22) copies, including any resubmissions of the plan and supporting graphics. All maps, plans, sketches and illustrations submitted as part of a final development plan shall be presented on a sheet having a maximum size of 24" x 36". If presented on more than one (1) sheet, match lines shall clearly indicate where the several sheets join. One 8 ½" x 11" reduction of the final development plan and supporting graphics shall also be submitted. All scaled dimensions shall be presented in English units. All submission requirements shall become the property of the County. Such final development plan shall contain the following information:

1. A plan, at a scale of not less than one inch equals one hundred feet (1" = 100'), showing:
  - A. A vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000').
  - B. Bearings and distances of the perimeter property lines.
  - C. Total area of property presented in square feet or acres.
  - D. Scale and north arrow, with north, to the extent feasible, oriented to the top of all drawings.
  - E. Names and route numbers of boundary streets and the width of existing right(s)-of-way. Any proposed improvements to the public right(s)-of-way and delineation of the existing centerline of all streets abutting the property, including dimensions from the existing centerline to the edge of the pavement and to the edge of the right-of-way.
  - F. Existing topography and a statement indicating whether it is air survey or field run, with a maximum contour interval of two (2) feet; except where existing ground is on a slope of less than two (2) percent, then either one (1) foot contours or spot elevations shall be provided where necessary, but not more than fifty (50) feet apart in both directions.
  - G. The location and arrangement of all proposed uses, including a preliminary subdivision layout, if subdivision is proposed.
  - H. For other than single family dwellings, the maximum height in feet, to include penthouses, of all buildings, and the number of floors both above and below or partially below finished grade.
  - I. The distances of all structures from the development boundaries and streets.
  - J. A graphic depiction of the angle of bulk plane, if applicable.
  - K. The traffic circulation system and the pedestrian circulation system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways, bicycle paths and/or bridle paths, and all trails required by the adopted comprehensive plan.
  - L. The off-street parking and loading areas and structures.

- M. The open space areas, specifying the proposed treatment or improvement of all such areas and delineating those areas proposed for specific types of developed recreational facilities.
  - N. A landscape plan showing the limits of clearing, location and design of all screening measures, indicating the type and height of such screening, and a delineation of existing vegetation, to include existing vegetation to be preserved, and when there is 2500 square feet or more of land disturbing activity, an existing vegetation map.
  - O. Approximate delineation of any grave, object or structure marking a burial site if known, and a statement indicating how the proposed development will impact the burial site.
  - P. A plan or statement showing how public utilities are, or will be, provided.
  - Q. Approximate location and estimated size of all proposed stormwater management facilities, a preliminary storm drainage plan, including information with respect to the type of facilities proposed and the adequacy of downstream drainage improvements.
  - R. The location of all existing utility easements having a width of twenty-five (25) feet or more, and all major underground utility easements regardless of width.
  - S. Approximate delineation of any floodplain designated by the Federal Insurance Administration, United States Geological Survey, or Fairfax County, the delineation of any Resource Protection Area and Resource Management Area, and the approximate delineation of any environmental quality corridor as defined in the adopted comprehensive plan, and, if applicable, the distance of any existing and proposed structures from the floodplain, Resource Protection Area and Resource Management Area, or environmental quality corridor.
  - T. When the development is to be constructed in sections, a final sequence of development schedule showing the order of construction of such sections, and an approximate completion date for the construction of each section.
2. A final statement in tabular form which sets forth the following data, when such data is applicable to a given development plan:
- A. Total number of dwelling units by type.
  - B. Residential density in units per acre.
  - C. Total floor area and floor area ratio for each type of use, except residential uses.
  - D. Total area in open space.
  - E. Total area in developed recreational open space.
  - F. Total number of off-street parking and loading spaces provided and the number required by the provisions of Article 11 of the Zoning Ordinance.

- G. Amount of density or floor area applied for under the bonus provisions, and the calculations supporting the specific development provisions giving rise to such bonus application.
3. Architectural sketches, if available, of typical proposed structures, including lighting fixtures and signs.
4. When a final development plan is not submitted in conjunction with a conceptual development plan, an affidavit is required, as presented on an affidavit form approved by the Board of Supervisors and provided by the County, completed, signed by the applicant or the applicant's authorized agent and notarized, including a statement indicating whether or not a member of the Board or Planning Commission, or any member of his or her immediate household owns or has any financial interest in the subject land either individually, by ownership in stock in a corporation owning such land, or through an interest in a partnership owning such land. If the applicant's agent completes the application or affidavit on the applicant's behalf, a certified statement from the applicant must be submitted showing the agent's authorization to act in such capacity. Prior to each public hearing on the application, the applicant shall reaffirm the affidavit required by this Paragraph in accordance with the reaffirmation procedure outlined on the affidavit form approved by the Board of Supervisors and provided by the County.

The sheet size and scale of a final development plan may be modified by the Zoning Administrator, based on the nature and/or size of the application.

16. **An application fee** as shown on the fee schedule set forth in Attachment 2.

Under Par. 3 of Sect. 14-903 of the Zoning Ordinance, a rezoning or development plan application for a service station, service station/mini-mart, or vehicle sale, rental and ancillary service establishment requires the submission of a photometric plan.

Under Par. 1 of Sect. 14-904, a development plan or rezoning application for certain outdoor recreation/sports facilities requires the submission of a sports illumination plan.

Any application may be withdrawn at any time by the applicant or his agent by giving notice in writing to the Zoning Administrator. If the request for withdrawal is made prior to the submission of a development plan, the Zoning Administrator shall refund all except twenty-five (25) percent of the fee paid for filing the application. No fee or part thereof shall be refunded once such development plan has been submitted.

An application may also be administratively withdrawn by the Zoning Administrator if it is determined that the application was accepted in error. In such cases, there shall be a full refund of the fee paid for filing the application.

If an applicant refuses or neglects to prosecute an application or fails to submit a development plan in accordance with the requirements of this Ordinance, the Zoning Administrator may, not less than fifteen (15) days after notice of intention to do so, declare an application dismissed. Notice sent by certified mail, return receipt requested, to the applicant at the last known address shall be deemed adequate compliance with this requirement. If an application is dismissed, there shall be no refund of the filing fee.

If a special exception, special permit or variance is needed in connection with a rezoning, a separate application, and application fee for the respective request are required.